



FINGERPRINTING CIVILIANS AT MCPD FACILITIES

FC No.: 1108

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I. Policy

It is the policy of this department to provide fingerprinting services to Montgomery County residents and persons employed by or applying for employment to a business or governmental agency (federal, state, or local) that is located within Montgomery County.

II. Guidelines

- A. Fingerprinting of civilians will be performed at each district station. The operating hours at district stations will be at the discretion of the district commanders. Desk personnel are encouraged to accommodate walk-ins beyond the normal hours of operation if sufficient staffing is available to provide the service without adversely affecting routine desk duties. Fingerprinting of civilians at Headquarters will be performed between the hours of 1000 and 1600, Monday through Friday. Supervisors may temporarily suspend fingerprinting services during normal hours of operation if the demand prevents desk personnel from accomplishing their primary police functions.
- B. Civilians may appear at any fingerprinting site. Under no circumstances will a civilian requesting fingerprinting be referred to another district. If fingerprinting is suspended, the requesting civilian will be informed to return to the same location during the next regularly scheduled fingerprinting hours. It should be suggested that the civilian call prior to coming in a second time.

- C. Hours of operation and the required forms of identification will be posted at all fingerprinting sites. Sample cards with instructions will also be posted in both English and Spanish. All fingerprint cards must be filled out in advance of being fingerprinted except for the signature block.
- D. Disposable gloves will be available and their use recommended during the fingerprinting process. Refusal to print civilians because of open sores or wounds must be first authorized by a supervisor.
- E. Requesters must present the fingerprint card from the requesting agency, except for Montgomery County Government applicants who will be provided with "Applicant Cards."
- F. The department will provide fingerprint services to Montgomery County residents on the orange Criminal Justice Information System (CJIS) criminal history fingerprint cards. Each district station is provided a limited supply of these cards. District personnel will not refer these fingerprint requests to the Maryland State Police. Requests for Maryland State background criminal history checks will continue to be referred to the CJIS Central Repository, Pikesville, MD.
- G. All cards must be filled in with black ink and may not be folded or creased.
- H. Civilians requesting to be reprinted free of charge must present the rejected fingerprint card. The original receipt of payment should be requested, but is not required.
- I. Errors
 - 1. If an error is made on a state applicant fingerprint card (e.g., blue ink, smudged prints, etc.), a blank state card from department supplies will be substituted. If the original card had "Reprint" stamped on it, inform the civilian that a note must be sent back with the fingerprint card

explaining that there was an error made on the "reprint" card and this card is a substitute.

2. When an error is made to any other card, a blank applicant card from department supplies will be substituted. The department's ORI number will be blacked out.

III. Eligibility

- A. Civilians requesting fingerprint services must display a primary form of identification. Persons displaying a primary form of identification without a current Montgomery County residence address (P.O. boxes will not be accepted) will be required to display a secondary form of identification that verifies the person either lives, works, or will work in Montgomery County. Acceptable forms of identification are described in section IV.

B. This department will only fingerprint people for the Immigration and Naturalization Service (INS):

1. ***Who present a letter from the INS that states, "You need a criminal record check done in each jurisdiction where you have resided for the last five years."***
2. ***Who require a criminal record check as a result of illegible fingerprints (these people should be referred to Headquarters.)***

Persons requesting additional information should call the 24-hour INS Helpline at 1-800-375-5283.

- C. A supervisor may authorize fingerprinting a person who does not possess the required identification if the person's identity is not in question.
- D. A supervisor may deny the fingerprinting of any individual who fails to act in a responsible manner. Persons who are disorderly or who appear to be under the influence of alcohol or drugs will be refused fingerprinting services.

IV. Acceptable Forms of Identification

Primary ID (Adults and Juveniles)

A valid government issued photo ID (e.g., driver's license, MVA ID card, government employment card, resident alien card, US passport, etc.).

Primary ID (Juveniles Only)

In addition to those listed above, juveniles may use:

1. A current, valid school photo ID card, or
2. A birth certificate when accompanied by parent or legal guardian who possesses a valid photo ID (not required for the "child print program").

Secondary ID to Verify County Residence

The following may be used to verify county residence:

1. A current utility bill addressed to the individual
2. A letter from the individual's landlord on letterhead verifying residence

Secondary ID to Verify Employment within the County

The following may be used to verify employment within the county:

1. A letter, on letterhead, requesting fingerprinting services from a current or prospective employer doing business in Montgomery County
2. Sufficient indication that the applicant is seeking fingerprinting services to satisfy the requirements of a government agency doing business in Montgomery County (i.e., a fingerprint card accompanied by documentation that confirms a work relationship to Montgomery County)
3. ***Copy of Memorandum from the Director of Records to the Executive Director, BLC (for Liquor License applicants only)***

Not Acceptable

Birth certificates (except as noted for juveniles) and post office box addresses will not be accepted.

V. Fingerprinting Procedures

Once eligibility has been established, the following procedure will be followed:

1. Witness the person sign the completed cards. This signature should match the one on the primary ID.
2. Collect ***\$10.00*** cash per card.
3. Deposit the fee into the cash register and issue a receipt. (CALEA 17.4.2 b)
4. Complete the MCP 620, "Citizen Fingerprint Log."
5. Date and sign the card(s).

6. Stamp the card with the station or Headquarters ID stamp.

VI. Exemption from Fees

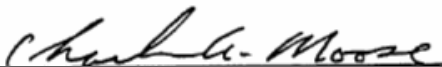
The following persons are exempt from the fingerprint fee:

1. Taxi drivers for companies licensed in Montgomery County, provided they present either an application for a taxicab license or a copy of their current license.
2. Seasonal county employees applying for child care positions with the Montgomery County Department of Recreation. They must have an application for a criminal background check (CJIS-CR Form #146) in their possession.
3. All prospective or current employees of any governmental (federal, state, or local) agency who request fingerprinting to satisfy a work related requirement. Identification and requests must meet the requirements of sections II and III.
4. Anyone who presents a letter of exemption signed by the Chief of Police at the time of fingerprinting.

VII. Proponent Unit: FSB Administration

VIII. Cancellation

This directive cancels Function Code 1108, effective date 10-20-00, and Headquarters Memorandum 99-15.



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